

## **POD Runner**

**Qualification:** Non-medical, general support volunteer. Required vaccine.

**Mission:** Assist clinic personnel in maintaining orderly operations.

**\*\* Perform a self-check to identify any health conditions that would prevent you from participating in the event. If any condition presents, inform your supervisor immediately.**

**Report To:** Logistics Manager

**PPE:** Must wear mask and face shield/safety glasses/goggles

### **Job Actions:**

- Assist clinic personnel as needed.
- Collect forms.
- Assist with handicapped and elderly.

Additional duties as assigned by the Logistics Manager.

### **Shift Checklist:**

- Report to Logistics Manager.
- Sign personnel checklist.
- Wear badge at all times.
- Review and familiarize self with dispensing site surroundings for work station locations, office areas, lavatories, first aid and break rooms.
- Take caution not answer any medical questions or give media interviews.
- Collect forms.
- Make rounds of clinic stations frequently to provide assistance and deliver supplies as needed.
- Assist handicapped participants.
- Report to oncoming Floater. Sign off/report to Logistics Manager.

**Please enter your hours after each shift. Thank you!**

**[SWVA MRC-Volunteer Hours & Responsibility Tracker 2021](#)**